

Town of Richmond
Planning Board Public Meeting
November 2, 2021 7:00 PM Richmond Veterans Hall

Members Present:

Lloyd Condon (Vice Chairman)
Kathryn McWhirk
Eric Duda
Jed Butterfield (Alt.)
Doug Bersaw (Selectman's Rep.)

Members Absent

Stacie Maillet (Chairman)
Jason Macdonald
Doug Smith (Secretary)

Meeting called to order at 7:03 PM.

Butterfield seated for Maillet

1. Public:

No one from the public.

2. Mail:

No Mail.

3. Minutes October 19, 2021:

Motion made by Butterfield to accept the minutes as presented. Seconded by McWhirk. Three in favor. One abstention. Motion carries.

4. Regulation Changes:

Additional language needs to be added to the Site Plan Regulations and Subdivision Regulations to move forward with the National Flood Insurance Program (NFIP). The Office for the NH Floodplain Management Program will review our regulations once completed and will send the final regulations to the Federal Emergency Management Association (FEMA) for review and approval.

Additions to the Site Plan Review Regulations included the attached information. It will be in the Site Plan on Pg. 6 Under U. Flood Hazard Areas under XIV of the Regulations. Page 8, under XIV Flood Hazard Areas the board created **B. National Flood Insurance Requirements** (Please see attachment).

In addition, the board discussed adding or deleting:

Page 4, IV. Submission Requirements: under B. Site plan, number 4. To add: Due at time of signing by the Board.

THESE MINUTES MAY BE APPROVED AND /OR AMENDED AT THE FOLLOWING MEETING

Page 6, Required Exhibits and Data: To add: W. All blasting must follow the best Management Practices located in the most up to date Richmond Blasting and Heavy construction Activities Regulations.

Page 9, XVI, to add: Waivers must be written and requested for each item believed to not pertain to the application.

There was a small discussion by the board with no additional changes.

Motion made by Duda to accept the changes to the Site Plan Review Regulations as presented. Seconded by Bersaw. All in favor. None opposed. Motion carries.

Additions to Subdivision Regulations included the attached information:

Article 5-Information to be Submitted with the Application, under 504.1, more specifically 504.1 R. To ADD: National Flood Insurance Requirements: Article 6, under 607.

To add: Article 607 National Flood Insurance Requirements, (Please see attached).

In addition, the board discussed adding or deleting:

Page 10, Article 5, under 501.10 to remove Plus one (1) mylar.

Discussion on the Contents page of the Subdivision Regulations. Listed at the end are Subdivision Application and Subdivision Checklist. Neither are included it was the consensus of the board that they be added under the Appendix.

In addition, on page 8. Under 412 Fees, it was noticed that there are no fees listed in the Regulations.

Board discussion concluded to add the fees for the applicant and Cheshire County Registry of Deeds. There could be additional expenses without outside professional expenses included:

Filing Fee: &100.00

\$25.00 per lot. Example 2 lot subdivision would be \$100 filing fee and \$25.00 per lot total of \$150.00.

Abutter notification: Current postal rate of Certified letter with returned receipt.

Advertising fee: in a local newspaper of general circulation. Cost due at the first public hearing.

The Planning Board reserves the right to engage in the services of a planning consultant, at the expense of the applicant, to review subdivision application.

Cheshire County Registry of Deeds.

Registry filing fee: \$26.00/Mylar (pricing can change)

LCHIP filing fee: \$25.00

There was a small discussion by the board to add the fees in the Regulations in the end of the Manual with the application.

Motion made by Bersaw to add the Subdivision Application, Subdivision Checklist and Fees to the Subdivision Regulations. Seconded by Butterfield. All in favor. None opposed. Motion carries.

Discussion on the Public Hearing for the Regulation changes. A meeting date that works and not interfere with the Thanksgiving week.

It was agreed that the Hearing will be set for December 7, 2021@ 7:00 PM at the Richmond Veterans Hall.

5. Other:

1. Zoom coming to Richmond:

Discussion on when Zoom might be coming to Richmond. It was explained that there are some items that need further exploring. If Zoom was offered to the board members does the service have to be opened to the public. Or can it be used as tool to create a quorum in the case of illness, bad weather or other circumstances. If Zoom is used the person on Zoom cannot vote? Still, they can vote if you call them on a phone and put the member on speaker? Other concerns was that the State of NH is no longer under a state of emergency so this is not a preferred way to handle meetings and hearings, there must still be a physical quorum to be able to have a meeting and it must be open to the public?

Further information will be gathered and shared with the board.

With no further business in front of the board.

Motion made by Butterfield to adjourn the meeting. Seconded by Duda. All in favor. None opposed. Motion carries.

Meeting adjourned at 7:45 PM.

Respectfully Submitted,

Kandace Mattson